

2022 Fiscal Year-End

Alek Smith





Agenda

- SABHRS Reminders & FYE Webpage
- Fiscal Year-end Reminders
- Account & Fund Review
- Journals
- Budget Information
- Deposits & Accounts Receivable
- Accounts Payable
- Inter-entity Loans & Cash
- Leases – GASB 87
- SAB Posted Entries
- A & B Accruals
- Fund Balance Designations
- Fund Equity Transactions
- Other FYE Items





Fiscal Year-End Reminders

MOM POLICY 375 FISCAL YEAR-END (FYE)





SABHRS FINANCIALS HOURS

Monday thru Friday: 6 a.m.-8 p.m.

Saturday: 11 a.m.-9 p.m.

Sunday: 6 a.m.-9 p.m.

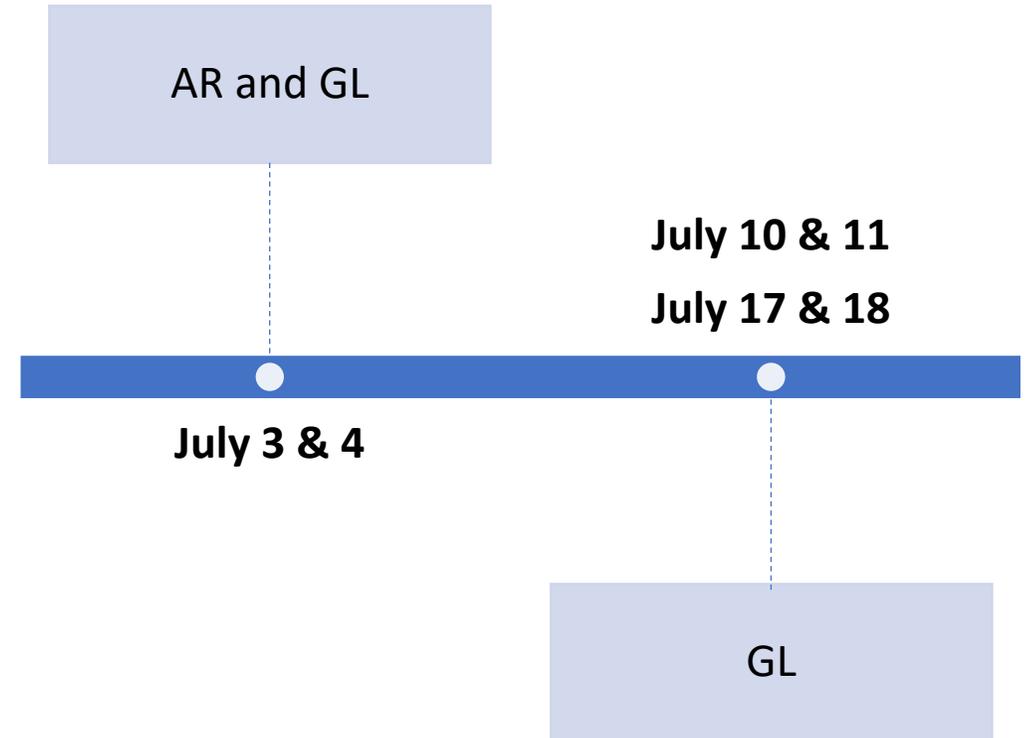
Regularly scheduled ITSD maintenance weekend has been rescheduled to after fiscal year-end close is complete





SABHRS WEEKEND BATCH

- All interfaced items will be picked up and processed by SABHRS
- Note for IT Staff: Each Monday additional files may need to be obtained due to the Saturday and Sunday batches





SABHRS SECURITY ROLES

Access within SABHRS is determined by your security role



Security role changes should be requested by your manager to the agency security officer

[SABHRS Security and Role Documentation](#)





SABHRS FINANCIAL CONTACTS

ServiceNow	• SAB Portal
GL & AM Modules	• 444-3092
AR Module	• 444-4579
AP Module	• 444-3092





FISCAL YEAR-END WEB PAGES

Statewide
Accounting
Bureau:

<http://sfsd.mt.gov/sab/fye>

HR &
Payroll:

https://statehr.custhelp.com/app/answers/detail/a_id/580





ACCOUNT AND FUND REVIEW





CLEARING & ZERO BALANCE ACCOUNTS

1

Clearing accounts

- Must have a zero balance in both the Actuals and Entitywide Ledger

2

Zero balance accounts

- Must net to zero between the Actuals and Entitywide Ledger

3

MOM 375 – Section VIII





UNUSUAL ACCOUNT BALANCES

- Accounts with a balance opposite of their normal balance
 - Debit balances in liability, equity, or revenue accounts
 - Credit balances in asset or expense accounts
- Unusual balances may be correct in some cases





UNUSUAL BALANCE QUERIES

Balance Sheet accounts:

MTGLAFSD_FYE_BADBAL_BALSHEET

Operating Statement accounts:

MTGLAFSD_FYE_BADBAL_OPSTMT

Equity accounts:

MTGLAFSD_FYE_BADBAL_FND_EQUITY

Account 1104 – Cash:

MTGLAFSD_FYE_BADBAL_1104





AP & GL WORK CENTERS

One-stop pages to view outstanding transactions

View journals/vouchers that need approval

AP Work Center

- Edits made to filters to assist agencies in searching transactions by fiscal year

Quickly navigate to common queries and reports





RUNNING A TRIAL BALANCE

Trial Balance Queries:

- MTGL_TB_FUND_ACT_ENTWIDE_COMB
- MTGL_TB_FUND_CHOOSE_LEDGER

MTGL_TB_FUND_CHOOSE_LEDGER - Trial Balance Choose Ledger

Bus Unit like 
Fund Code like 
Fiscal Year
Period Thru 
Ledger =  

[View Results](#)





TRIAL BALANCE BEFORE CLOSE

Fiscal Year	Business Unit	Fund	Fund Descr	Account	Account Descr	Sum Total Amt
2017	61010	02029	Board of Horse Racing	1104	Cash In Bank	125.75
2017	61010	02029	Board of Horse Racing	2107	Vouchers Payable	(545.23)
2017	61010	02029	Board of Horse Racing	4130	Fund Balance - Committed	54,799.71
2017	61010	02029	Board of Horse Racing	507075	Lottery License Fees	(16,558.00)
2017	61010	02029	Board of Horse Racing	550302	Lotto Ticket Sales	(229,600.00)
2017	61010	02029	Board of Horse Racing	62139	Lottery Retailer Commissions	8,901.57
2017	61010	02029	Board of Horse Racing	62140	Lottery Vendor Fees	13,708.80
2017	61010	02029	Board of Horse Racing	62893	Lottery Prize Expense	169,167.40
					Total Expense & Revenue	(54,380.23)

- Trial balance as of June 30





TRIAL BALANCE AFTER CLOSE

Fiscal Year	Business Unit	Fund	Fund Descr	Account	Account Descr	Sum Total Amt
2017	61010	02029	Board of Horse Racing	1104	Cash In Bank	125.75
2017	61010	02029	Board of Horse Racing	2107	Vouchers Payable	(545.23)
2017	61010	02029	Board of Horse Racing	4130	Fund Balance - Committed	419.48

- Trial Balance as of July 1 after closing process
- Total of Expense and Revenue plus the prior fund balance $-54,380.23 + 54,799.71$
- Equals new fund balance of 419.48 after the FYE closing process is complete





OTHER FISCAL YEAR-END ITEMS

Speedcharts

Orgs

Program Codes

ProCard Transactions

DataMine





SPEEDCHARTS

New speedchart requests can be sent to SABHRS until June 30

- Send requests using [ServiceNow](#)

NOTE: Inactivation and deletions can occur at anytime

SABHRS will automatically add one year to the program code as follows:

- July 9 for revenue accounts
- July 15 for expenditure accounts





SPEEDCHARTS

Information

- [MOM 375](#)
- [SABHRS Documentation](#)

Query MTGL_Speedchart

- Retrieve active and/or inactive speedcharts





ORG TRANSLATE TREES

Specific tree names are used as search criteria

- Do not rename trees

Edits made prior to the roll forward for FY23 will show on both FY22 and FY23 trees

Edits made after the roll forward will be shown in the tree the changes are made

- Both trees will need to be maintained if changes are needed in both years

Any org trees not rolled forward by agencies will be rolled forward by SAB





PROGRAM CODES

Journals can be processed with the wrong program code

Journals using balance sheet or non-budgeted accounts will process (incorrectly) with a 2023 program code because they are not budget checked

Future program codes (2023) should not be used on FY22 journals

- SAB will require correcting entries

Journals using budgeted accounts will get stopped in budget check





PROCARD TRANSACTION JOURNAL #1

- SABHRS auto-generates PRO journal #1
 - First journal will be created July 9
 - Dated June 30
 - Includes all June dated transactions
 - June 22 through June 30 (transaction date not post date)
 - Excludes July 1 through July 9 (transaction date not post date)
 - Account 2101A used in place of 1104





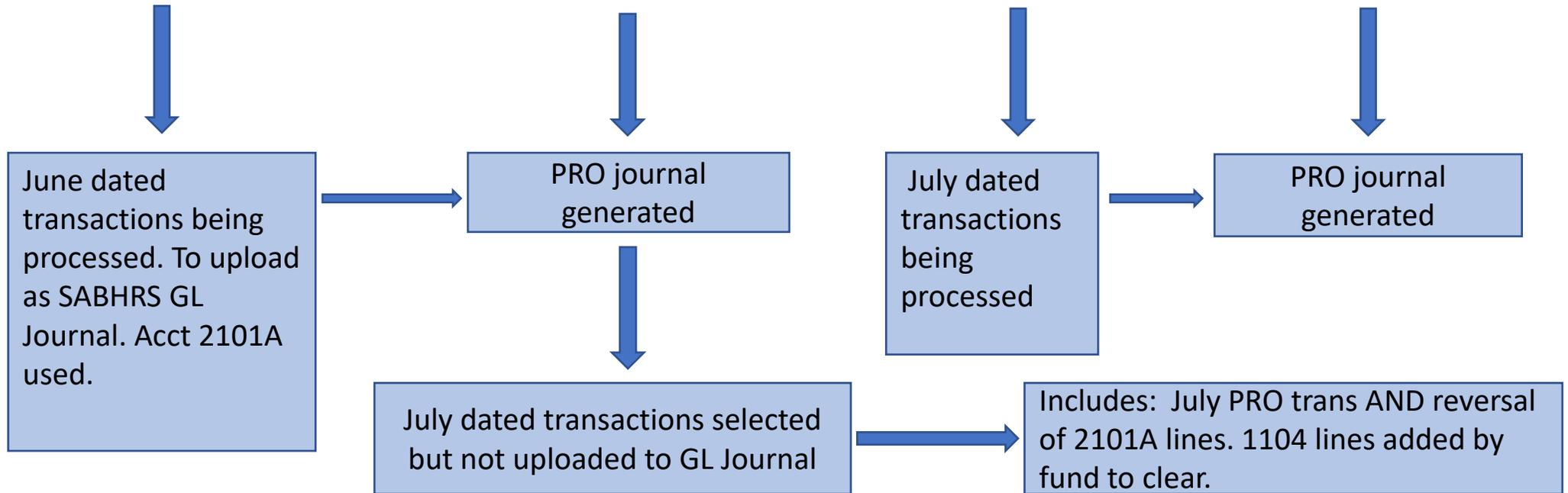
PROCARD TRANSACTION JOURNAL #2

- SABHRS auto-generated PRO journal #2
 - Second journal dated July 29
 - July 1 through July 22
 - Excludes June 23 through June 30
 - Add 2101A lines
 - 1104 lines auto populate upon edit
 - This reverses the liability created with the PRO journal generated on July 9





PROCARD DIAGRAM





JOURNAL IMPORT ISSUES

1

Cut and paste into Journal Import Sheet

- Use Paste Special
- Select Text formatting

2

Close import file and clear cache

3

Retrieve updated import files from the GL Work Center Links:

- Save all files to one folder

4

Review the log spreadsheet for explanation of errors





JOURNAL IMPORT RESOURCES

Found on the [SABHRS Documentation](#) webpage

[Spreadsheet Journal Import Manual](#)

[Using Spreadsheet Journal Import](#) (user guide)





DATA MINE REFRESH

Standard Refresh: nightly

Will be refreshed over the weekends during July

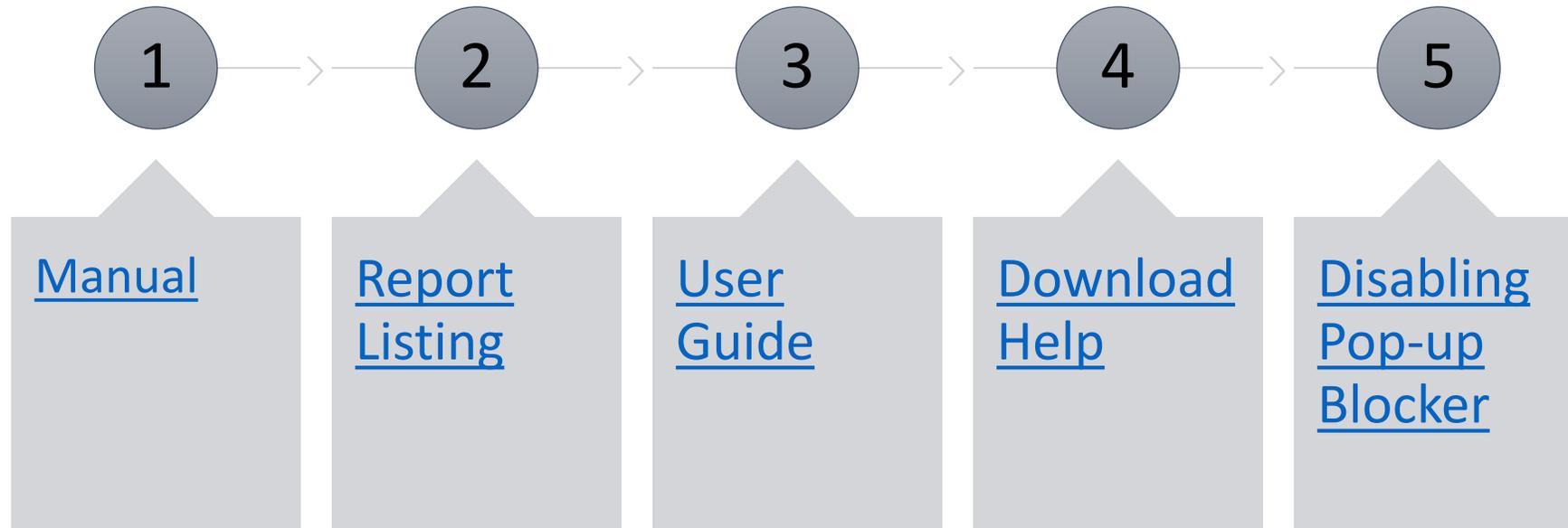
Mid-day refresh: requests can be made by submitting a request in [ServiceNow](#)

Data Mine cannot be used during the refresh





DATA MINE RESOURCES





DATA MINE TROUBLESHOOTING

Data Mine isn't working:

- Chrome is the compatible browser
- Turn off pop-up blocker

Data Mine is returning zero data:

- Contact the Help Desk ([ServiceNow](#)) with a screen shot of the criteria entered





JOURNALS AT FYE





JOURNAL REMINDERS

Do not create automatic reversing entries during fiscal year-end closing process

- Journals that have automatic reversals later than June 30 will fail budget check and will be deleted
- Manual reversals can be completed

Copying journals during fiscal year-end

- The date will default to the current date (not June 30)





BUDGET OVERVIEW

Budget Inquiry Criteria
Budget Overview

Inquiry: **BUDG_OVRWW** Description:

Amount Criteria: Ledger/Activity Log Integrity:

Budget Type
 *Business Unit: Ledger Group/Set: Ledger Group:
 View Stat Code Budgets Display Chart Appropriations Ledger Group

Time Span
 *Type of Calendar:

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	BD	<input type="text" value="2015"/> <input type="button" value="Q"/>	<input type="text" value="2017"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="Update/Add"/>
Org	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="Update/Add"/>
Fund	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="Update/Add"/>
Sub-Class	<input type="text" value="500%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="Update/Add"/>
Program	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	<input type="button" value="Update/Add"/>

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold





BUDGET OVERVIEW

Budget Overview Results

☰ 🔍 ⏪ ⏩ 1-96 of 96 ⏴ ⏵ View All 																		
	Details	Budget Transaction Types	Ledger Group	CF Ind	Account	Fund	Org	Program	Program Code Description	Sub-Class	Journal Line Description	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1			APPROP		ALL	01100	ALL	2015	Current Year FY2015 Activity	590F3	FY13 CARRYFORWARD	2015	26,747.00	26,747.00	0.00	0.00	0.00	0.00 📄
2			APPROP	C	ALL	01100	ALL	2015	Current Year FY2015 Activity	590F4	FY2014 CARRYFORWARD	2015	17,345.00	0.00	0.00	0.00	17,345.00	100.00 📄
3			APPROP		ALL	01100	ALL	2016	Current Year FY2016 Activity	590F4	FY2014 CARRYFORWARD	2016	17,345.00	17,345.00	0.00	0.00	0.00	0.00 📄
4			APPROP	C	ALL	01100	ALL	2016	Current Year FY2016 Activity	590F5	FY2015 CARRYFORWARD	2016	18,987.00	0.00	0.00	0.00	18,987.00	100.00 📄
5			APPROP		ALL	01100	ALL	2017	Current Year FY2017 Activity	590F5	FY2015 CARRYFORWARD	2017	18,987.00	18,987.00	0.00	0.00	0.00	0.00 📄





BUDGET ADJUSTMENTS

Last day to submit
Budget Change
Documents (BCD)
to the Office of
Budget and
Program Planning
(OBPP)

July
20

Last day to
submit
emergency
BCDs

July
22 at
noon





REVENUE ESTIMATES

Budget Inquiry Criteria
Budget Overview

Inquiry BUDG_OVRVW Description

Amount Criteria Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit Ledger Group/Set Ledger Group

View Stat Code Budgets
 Display Chart Revenue Estimate Ledger Group

Time Span

*Type of Calendar

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	REV/EST	BD	<input type="text" value="2020"/> <input type="button" value="Q"/>	<input type="text" value="2020"/> <input type="button" value="Q"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add
Org	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add
Fund	<input type="text" value="06564"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add
Program	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="text" value="%"/> <input type="button" value="Q"/>	<input type="button" value="i"/>	<input type="text" value=""/> <input type="button" value="Q"/>	Update/Add

Budget Status

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold





REVENUE ESTIMATES

Budget Overview Results

☰ Q ⏪ ⏩ 1-2 of 2 ▼ ⏴ ⏵ View All 																	
	Details	Budget Transaction Types	Ledger Group	CF Ind	Account	Fund	Org	Program	Program Code Description	Journal Line Description	Budget Period	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Uncollected Revenue (Rec-Coll)*	Percent Available
1			REV/EST		521000	06564	ALL	2019	Current Year FY2019 Activity	LOAD REVERTED BALANCE	2020	0.00	0.00	0.00	0.00	0.00	0.00
2			REV/EST		521000	06564	ALL	2020	Current Year FY2020 Activity	ESTABLISH INITIAL ESTIMATE	2020	692,240.00	488,617.60	0.00	203,622.40	488,617.60	29.42





DAILY OPERATIONS SECTION





AR FYE REMINDERS

- Deposits related to FY22 activity
 - All cash/checks to Treasury/US Bank
 - Treasury will accept cash deposits up until 5:00 p.m. on June 30
 - Deposits made directly to US Bank will need to be made by June 30, before 3:00 p.m.
 - OED deposits can be made until 9:00 p.m. on June 30
 - Deposits made to outside banks
 - Contact banks to find out when deposits must be made to be credited to account by June 30





DEPOSIT REMINDERS

SABHRS AR Deposit Entry

- Ensure Accounting Date on the Totals tab matches the Accounting Date on the Payments tab
- Verify bank code is correct
- Enter appropriate deposit sequences

All deposits must be a one-for-one ratio

- SABHRS AR deposit entry must directly correlate to a single bank deposit
- This is especially important for bank code 028 deposits
- The sequence numbers entered must match the related transaction amount
- Deposits not following this guideline cause reconciliation issues for the DOS staff





DEPOSIT REMINDERS

All cash received through June 30 should be recorded in either:

- 1104 – Cash in Bank
- 1107 – Cash on Hand

Deposit year must be chosen based on when money is received, not when revenue is recognized

Deposits credited by the bank on or before June 30 will count as FY22 activity and must be recorded in SABHRS with a FY22 date

Deposit tickets for FY22 activity must be submitted to SAB by July 13

- Deposits must only include activity for one fiscal year
- All deposit tickets submitted to SAB during FYE must indicate which fiscal year the deposit relates to





DEPOSIT REMINDERS

- If monies (cash/checks) on hand are not deposited by June 30:
 - Agency must post an ONL Journal to record amount
 - Dated June 30
 - Debit account 1107
 - Credit to a revenue account that appropriately identifies the cash received
 - Monies must be deposited as soon as possible
 - SABHRS AR Deposit
 - Dated for actual deposit date
 - Deposit coded to account 1107
 - System generated entry will debit account 1104 and credit account 1107





REMINDER FOR AR AGENCIES

AR Agencies must update Automatic Entry Types, Item Entry Types, and Distribution Codes at the start of each fiscal year by entering a new effective dated row (07/01/20XX) with the new program year





AUTOMATIC ENTRY TYPES

Navigation: Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Receivables > Payments > Automatic Entry Type

STATE OF MONTANA
SABHRS FS

Search: All [Search] Advanced Search

Selection: Accounting Template

SetID: 66020 System Function ID: FC-01 Create an Overdue Charge

Effective Date: 07/01/2019 Status: Active

Entry Type / Reason: OC Overdue Charges
 Entries Must Balance

System Defined Entries

Line	Percent	DR/CR	Dst Use Description		
1	100.00	DR	AR Distribution Code From Control Tables		

User Defined Entries

Line	Percent	DR/CR	Account	Fund Code	Org	Program Code	Sub-Classification	Project	Affiliate	Alt
2	100.00	CR	543021	02941		2020				

Summary: Lines: 2 DR Percent: 100.00 CR Percent: 100.00 Net: 0.00





ITEM ENTRY TYPES

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Receivables](#) > [Payments](#) > [Item Entry Type](#)

STATE OF MONTANA
 SABHRS FS

All Search [Advanced Search](#)

[Selection](#) [Accounting Template](#)

SetID 66020 Entry Type CBS Collection Bureau

Effective Date 1 of 1 | View All

Effective Date **07/02/2019** Status Active + -

Entry Type / Reason 1 of 1 | View All

Entry Type CBS CBSI Write off an Item
 Entries Must Balance + -

System Controlled Entries 1 of 1 | View All

Line	Percent	DR/CR	Dst Use Description		
1	100.00	CR	AR Distribution Code On New Item		

User Defined Entries 1-1 of 1 | View All

Line	Percent	DR/CR	Account	Alternate Account	Fund Code	Organization	Program Code	Sub-Classification	Project
2	100.00	DR	543021		02941	4	2020		UEF_ADMIN

Lines 2 DR Percent 100.00 CR Percent 100.00 Net 0.00





DISTRIBUTION CODES

Navigation: Favorites | Main Menu | > Set Up Financials/Supply Chain | > Common Definitions | > Distribution Accounting | > Distribution Code

STATE OF MONTANA
SABHRS FS

All Search [] >> Advanced Search

Distribution Code

SetID 53010 Distribution Code ARMB-PAA

Distribution Code Definition

*Effective Date: 07/01/2019 *Status: Active

*Description: Portable-Size A-Title V

Short Description: Title V

*Distribution Type: Revenue Contract Liability Dist Code: []

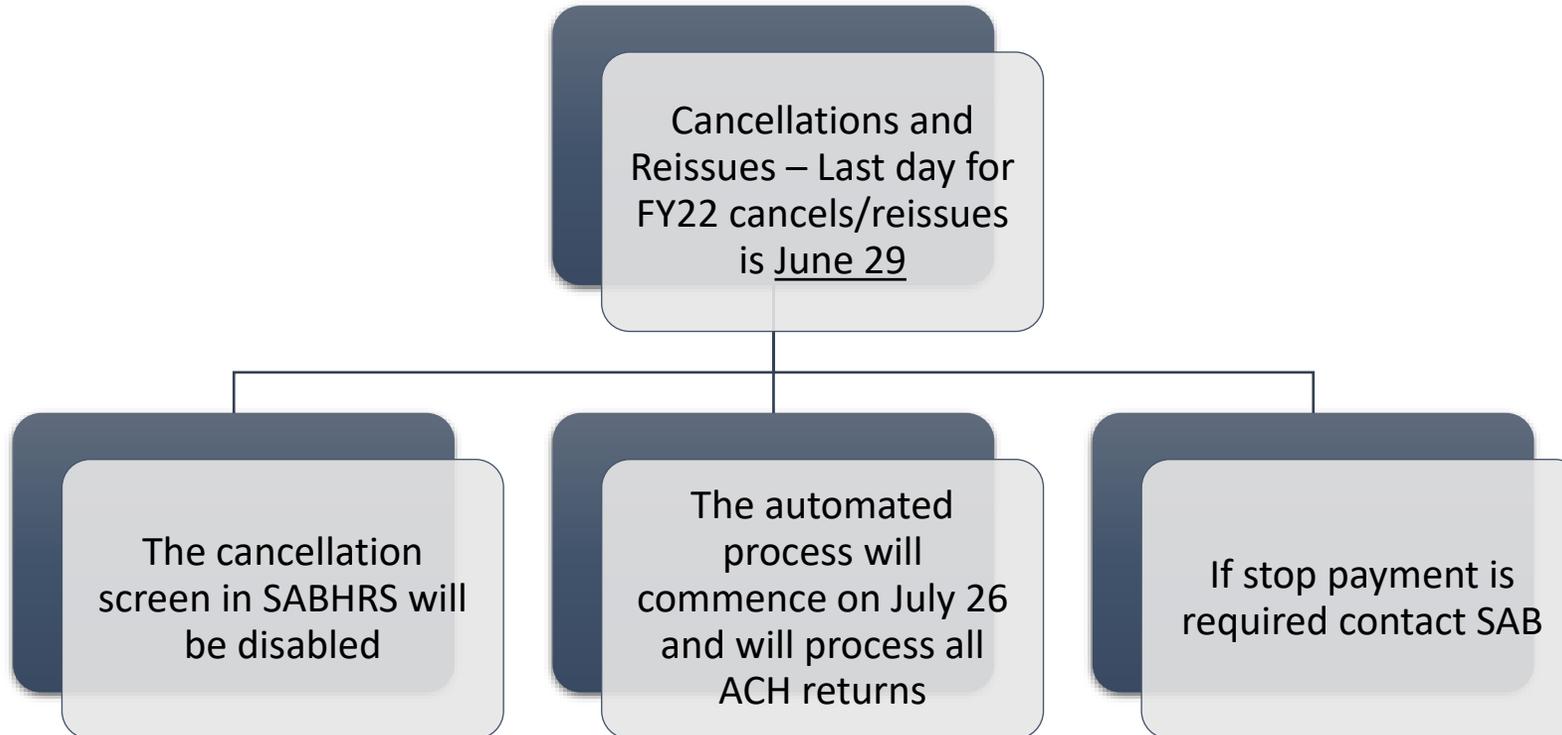
ChartField Values

	*Account	Fund	Org	Program	Sub-Class	Project	Affiliate	Alt Acct	ChartField 1
1	506010	02201	514741	2020					





AP FYE REMINDERS





SUPPLIER ADD/CHANGE

High volume during FYE

Make sure to submit supplier adds and supplier changes in SABHRS as soon as possible to ensure timely approval by SAB

Necessary documentation

Supplier Add

- W-9

Supplier Change

- Address 1 update = W-9

Make sure all forms are filled out properly and completely to avoid delays during FYE

Forms in SABHRS will default to a 6/30/22 date from July 1 through July 14





SUPPLIER REMINDERS

- Interfacing agencies
 - Changes to SABHRS will not automatically be reflected in outside accounting systems
 - Likewise, all changes made outside of SABHRS may not necessarily be reflected in SABHRS correctly
 - It is important to communicate these changes and submit supplier information forms/proper documentation





FOREIGN SUPPLIER PAYMENTS





EFT HELD PAYMENTS



Payments \$10,000 or more



Bank accounts that have not yet been used by suppliers



MTAP_HELD_VOUCHERS



Suppliers must be contacted by phone to verify information



Agencies must request release of payments using the EFT Release request in ServiceNow





INTER-ENTITY LOANS/ADVANCES & NEGATIVE CASH





CASH BALANCES

Each individual fund must have a positive cash balance at fiscal year-end

Loans and/or advances must first be taken from the agency's own unrestricted funds, when administratively feasible, prior to requesting a loan and/or advance from the General Fund

The administering BU is responsible for

- Ensuring positive cash balances
- Requesting IE loans/advances as needed





NEGATIVE CASH

- Agencies must anticipate fiscal year-end cash needs
 - It is recommended agencies document the process they used to anticipate cash needs
- Sell STIP before loan is approved
 - Deadline: 2:00 p.m., June 29
 - Board of Investments
 - Fiscal Year-end STIP Procedures Memo





USE OF CASH

- Payment for transfers and distributions:
 - Use account 1104
 - Request IE loan/advance if needed in [ServiceNow](#). Do not use warrants or electronic payments – use IU journal source
 - Exception: Payments dealing with Unemployment Insurance (UI)





LEASES





LEASE REMINDERS

- The LA module will be available to record leases that commenced in the closing fiscal year through the LA closing date designated on the FYE Calendar.
- Leases that commence in the new fiscal year cannot be entered until after LA has closed.
- Ensure that all lease payments for periods that commenced in the closing fiscal year have been recorded to 69501





MOM 375 – LEASE PAYMENTS

- Agencies should review lease payments to ensure the number of payments do not exceed the number of payments expected to be made in 1 year (for example, more than 12 monthly payments). Payments in excess of the number of payments to be made in 1 year, should be reclassified as a prepaid expense. For example, if a payment is due on July 1 for a lease period that begins July 1, a payment may be sent in June to ensure it is received before the due date.
- Whether the voucher is generated by LA or created manually, the lease payment will be coded to Account 69501. As such the following adjustment will be necessary.

Actuals Ledger

Credit	69501	ROU Lease Principal	-1,000
Debit	1905	Prepaid Expense	1,000

- Vouchers that are automatically generated by LA in June for July due dates, which an agency does not want to issue in June, will need to be deleted and manually recreated in July.





AGENCY ENTRIES POSTED BY SAB

**COMPENSATED ABSENCES
OTHER POST EMPLOYMENT BENEFITS
PENSIONS**





POSTING THE ENTRIES

- All current year entries booked during the fiscal year-end
- Compensated Absences
 - Prior year's entry is reversed in mid July
 - Current year liability booked mid July after reversal of prior year
- Payroll Accrual
 - Account 2113 instead of account 1104





POSTING THE ENTRIES

- Pensions
 - Prior year's entry is not reversed
 - Existing balances are adjusted (increased/decreased) as necessary to establish current year balances
- OPEB
 - GASB 75 implementation
 - Prior year's entry is reversed as a prior period adjustment
 - Potential Fund Equity credit to proprietary funds
 - New amounts will be posted





RELATED ACCOUNTS

Comp Abs

- 2605 *Comp Abs – Non Current*
- 2625 *Comp Abs – Current*
- 61905 *Compensated Absences – Nonbudget*

OPEB

- 2650 *OPEB Implicit Rate Subsidy LT*
- 61432 *OPEB Contribution Expense – Nonbudget*
- 6A001 *Other Post Employment Expense*
- 1921 *OPEB Deferred Outflows*
- 2122 *OPEB Deferred Inflows*





RELATED ACCOUNTS

- Pensions
 - 1918 *Pension Deferred Outflows*
 - 1919 *Net Pension Asset*
 - 2123 *Pension Deferred Inflows*
 - 2606 *Net Pension Liability*
 - 581212 *NonER Pension Revenue*
 - 61433 *Pension Contribution Offset – NB*
 - 6A002 *Pension Expense – NB*
 - 6A003 *OPEB Contribution Offset– NB*





ENCUMBRANCES & ACCRUALS





A ACCRUALS VS B ACCRUALS

MOM 375, Section VI (D)

A Accruals are encumbrances

- Items/services received after June 30
- Valid obligation criteria must be met prior to June 30
- Not used for continuing appropriations unless for budget or statutory reasons

B Accruals are standard accruals

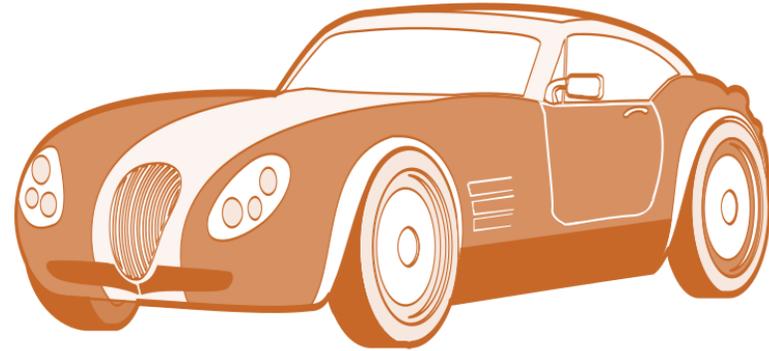
- Expenses incurred (but not paid) prior to June 30





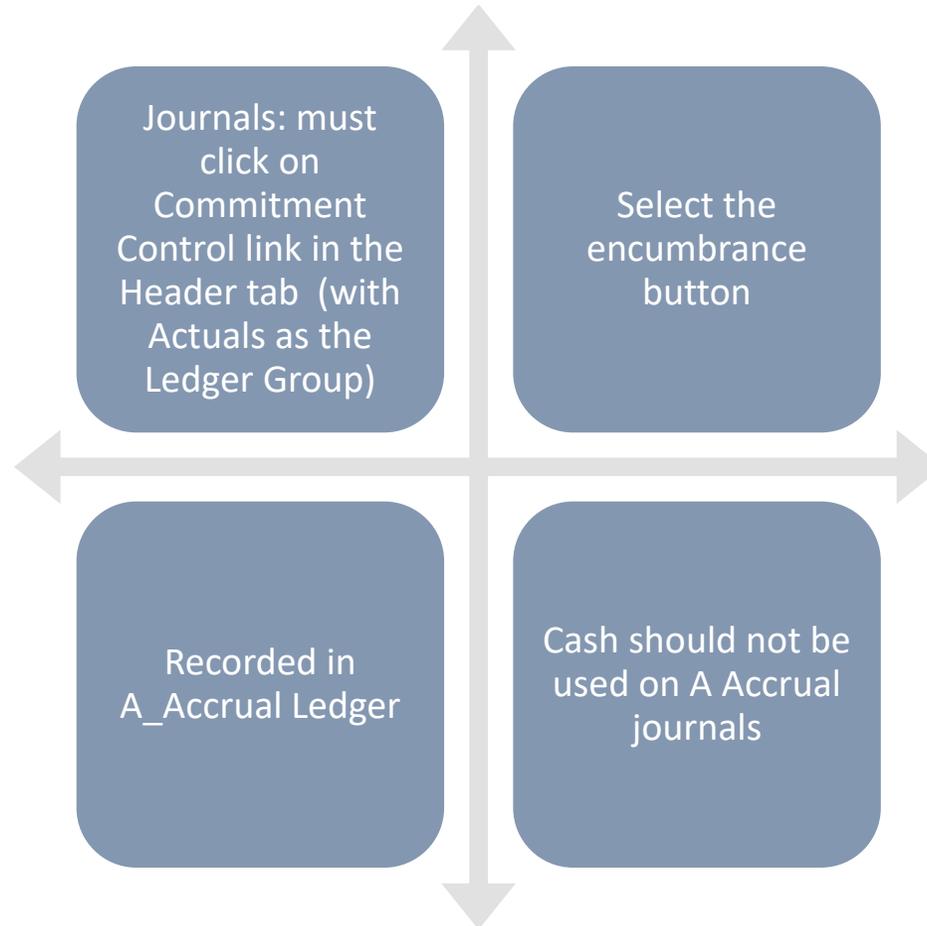
A ACCRUALS EXAMPLES

- Valid A Accrual
 - Signed contract to purchase a car prior to June 30
 - Car delivered July 1 or later
- Invalid A Accrual
 - Remodel project planned
 - No contract/MOU signed by June 30





A ACCRUALS IN SABHRS





A ACCRUAL REVERSALS

- Reverse original A Accrual journal
 - Select Encumbrance button
 - Returns spending authority to budget
- Code journal or voucher against related reverted appropriation
- The related encumbrance is reversed even if the actual expense is a different amount





A ACCRUAL REVERSIONS

01

Record entry in A_
Accrual Ledger

02

Debit appropriate A
Accrual account

03

Credit appropriate
expenditure account

- Use 4301 *Encumbrance Assignment* related to prior-periods





CARRYFORWARD ACCRUALS

Agencies can carry prior year A Accruals into FY22

Written requests must be made to SAB by July 20

See MOM 375 Section VI(D) for details





CONTINUING APPROPRIATIONS

If org budget goes negative, must be fixed before fiscal year-end

Appropriations continuing from FY22 to FY23 will not be established until after close of FY22

If payment needs to be made before that, use a different appropriate fund and then correct in GL after the appropriations are available





FUND BALANCE DESIGNATIONS

**GASB STATEMENT NO. 54
MOM POLICY 311**





FUND BALANCE DESIGNATIONS

Governmental Funds Only – Modified Accrual Financial Statements

Account Description	Account Number
Nonspendable	4120 (4121-4123: for fiscal year-end entries)
Restricted	4125
Committed	4130
Assigned	4135
Unassigned	4140





NONSPENDABLE – ALL GOVERNMENTAL FUNDS

- Legally required to remain intact
 - Corpus of a permanent fund – use 4120
- OR
- Not in a spendable form
 - Inventory – use 4121
 - Prepaid – use 4122





RESTRICTED FUND BALANCE

Amounts can only be spent/used for specific purposes
and

Constraints placed
on resources are
either imposed

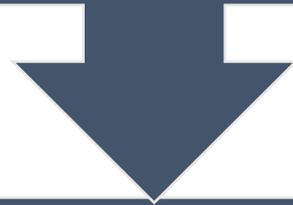
- Externally – Federal Government or Private Donation
- By constitutional provisions
- By enabling legislation that is legally enforceable by an external party





COMMITTED FUND BALANCE

Amounts can only be spent/used for specific purposes *and*



Constraints placed on resources are imposed by formal action of the legislature

Legislature may redirect the resources or change the constraint by a formal action similar to the action used to initially constrain the resources





ASSIGNED FUND BALANCE

Constraints placed on the resources are not designated as Nonspendable, Restricted, or Committed **and**

Imposed by the government's intent to be used for a specific purpose 'earmarked' by management





UNASSIGNED FUND BALANCE

- Used only by the General Fund





CLOSING DESIGNATION

Equity accounts are discussed in MOM 311, Section IX

SAB will send out a report to agencies indicating current fund balance designation of governmental funds

Fund responsible agencies must review and ensure proper closing designation

Requests for changes can be submitted in ServiceNow, indicating the fund balance closing designation change





FUND EQUITY TRANSACTIONS





TRANSACTIONS

Fund equity transactions are necessary for three situations

- Prior-prior period adjustments
- Closing designation changes
- Fiscal year-end adjustments

Process

- Create journal
- Submit request in [ServiceNow](#) for SAB to approve/post the journal





PRIOR-PRIOR PERIOD ADJUSTMENTS

Must relate to 2 or more prior fiscal years

Adjustments to FY20 or prior

- Use the designated fund balance/net position account selected for that fund

Adjustments to FY21

- Adjustments related to one year prior do not require fund equity transaction
- Use the appropriate revenue/expense account with 2021 as the Program year





CLOSING DESIGNATION CHANGES

Agency determines a fund balance designation change is necessary

A fund equity journal is required to move any existing equity balances to the newly determined closing designation

Journal is approved and posted by SAB upon receiving request in ServiceNow





FISCAL YEAR-END ADJUSTMENTS

Entries are required for governmental funds, as applicable, to reclassify certain amounts to the Nonspendable accounts

- 4121 Fund Balance – *Inventory* for the amount of any 18xx inventory balances
- 4122 Fund Balance – *Prepays* for the amount of any 19xx prepaid balances

Discussed in MOM 375, Section IX





FISCAL YEAR-END ADJUSTMENT EXAMPLE

Actuals Ledger trial balance at fiscal year-end

1104	Cash	\$1,000
1802	Merchandise Inventory	\$5,000
1905	Prepaid Expense	\$3,000
4130	Fund Balance – Committed	\$9,000

In this scenario, the manual fund balance adjustment required is (Actuals Ledger)

Debit	4130	Fund Balance – Committed	\$8,000
Credit	4121	Fund Balance – Inventory	\$5,000
Credit	4122	Fund Balance – Prepaid	\$3,000





OTHER FYE ITEMS

Federal fund entries – MOM 375, Section IX (C)

Federal fund equity nets to zero

SBECF entries with DEQ

MOM Policy 345

Terminated benefit entries

MOM policy 355

Lease obligation entries

MOM policy 340





CAPITAL ASSET REMINDERS – MOM 335

Completed projects

- Retire completed projects from CWIP
- Add to AM by July 19

Projects not completed

- Projects not completed by June 30 recorded in CWIP
- CWIP 1811 clearing account must be zero





THANK YOU!

Thank you for watching!

Questions? Please submit an [Other Accounting/SABHRS Questions](#) request in ServiceNow or call 406-444-3092

